



Purchasing Department
Recreation and Park Commission
for the Parish of East Baton Rouge
Baton Rouge, Louisiana

Sealed Bid Number 1674
“ANNUAL CONTRACT FOR
DIRT, SAND, GRAVEL AND CLAY”
Per Bid Specifications

This bid/proposal will be received by the Finance Department,
Recreation and Park Commission
For the Parish of East Baton Rouge
6201 Florida Blvd
Baton Rouge, Louisiana 70806.

Until: Tuesday, July 19, 2016 @ 10:00 a.m.

Advertisement: The Official Journal, Baton Rouge, THE ADVOCATE

6/28/16, 7/5/16 & 7/12/16

Please read bidding instructions on the next page carefully

This is the Bid/Proposal of:

Bidder (Name of Firm)	Mailing Address
Authorized Signature	City, State, Zip
Date	Telephone Number

IMPORTANT: A cashiers check, certified check, or bid bond equal to 5% of the total amount of the bid is not required. Please see special instructions item number 20.

Standard Terms and Conditions for Bids

INSTRUCTIONS TO BIDDERS

1. Bids may be delivered by hand, mail or courier service to our physical address: BREC, 6201 Florida Blvd., Baton Rouge, LA 70806. BREC is not responsible for any delays caused by the bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid. Failure to meet the bid opening date and time shall result in rejection of the bid.
2. Electronic OR Paper bids will be received until the stated bid opening time, by the BREC Finance Department, BREC Administration Building, 6201 Florida Boulevard, Baton Rouge, Louisiana. All electronic bids will be downloaded and publicly read aloud, along with all paper bids received, immediately after the bid closing in Room 2304 of the BREC Administration Building. Bidders or their authorized representatives are invited to be present. No bids will be received after the stated date and time.
3. Complete bid documents are provided at no cost in electronic format at www.bidexpress.com. Bidders may register and view complete bid documents and Instructions for Bidders at no cost. Questions about this procedure shall be directed to Bid Express Customer Service at support@bidexpress.com. Toll free phone: (888) 352-BIDX (2439), Phone: (352) 381-4888, Fax: (352) 381-4444, Monday thru Friday, 6am - 6pm CST. See also <http://www.brec.org/assets/bidderinst.pdf> for instructions.
4. Electronic Bids must be submitted through www.bidexpress.com prior to the bidding deadline. Bidders utilizing the electronic bid process are responsible for confirming that all documents are properly submitted and received by Bid Express.
5. Paper bid forms must be submitted in a sealed, opaque envelope and endorsed with Bid Number and Title for BREC sites for the Recreation and Park Commission for the Parish of East Baton Rouge. Bid form blanks must be duly filled in by the Bidder. FAX Bids are not acceptable. Bidders are cautioned not to attach any conditions or provisions to their bids. Any foreign conditions will render the bid invalid and may cause its rejection.
6. Bidders may attend the bid opening, but no information or opinions concerning the bid award will be given at the bid opening or during the evaluation process. Bids may be examined after 72 hours of bid opening. Access to information in completed files may be secured by visiting the Finance Department during normal business hours.
7. Terms and Conditions: This solicitation contains all terms and conditions with respect to the commodities and/or bid specifications herein. Any vendor contracts, forms, terms or other materials submitted with bid may cause bid to be rejected. Any bidder modifications to published terms and conditions of BREC bids may also cause bid to be rejected.
8. The Purchase Order, whether verbal or written, is the only binding contract to be issued against this bid. Signing of vendor's forms is not allowed.
9. All bid prices must be typed or written in ink, unless submitted electronically through our electronic bid system. Any corrections, erasures or other forms of alteration to unit prices should be initialed by the bidder.
10. Bid prices shall include delivery of all items FOB: Destination, or as otherwise provided. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
11. **DELIVERY is of the essence and BREC reserves the right to award to that vendor which provides the earliest possible delivery date. State Delivery date: _____**
12. By signing the bid, the bidder certifies compliance with all Instructions to Bidders, terms, conditions and specifications, and further certifies that this bid is made without collusion or fraud. This bid is to be manually signed in ink by a person authorized to bind the vendor. Other means of submittal is through our electronic bid system. (See #4.)
13. BREC reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
14. Prices: Unless otherwise specified by BREC in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and bid prices shall be firm for acceptance for a minimum of 30

days. If accepted, prices must be firm for the contractual period. Bids other than FOB Destination may be rejected.

15. Vendor is responsible for including all applicable taxes in the bid price. BREC is exempt from all state and local sales and use taxes.
16. Unless specifically called for in the solicitation, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation. The manufacturer's standard warranty will apply, unless otherwise specified in the solicitation.
17. BREC reserves the right to cancel any contract, in accordance with Purchasing rules and regulations, for cause, including, but not limited to, the following: a) Failure to deliver within the time specified in the contract; b) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; c) Misrepresentation by the contractor; d) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with BREC; e) Conflict of contract provisions with constitutional or statutory provisions of State or Federal law; f) Any other breach of contract.
18. All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
19. Vendors must clearly identify bids by name, bid number and bid opening date and time on face of sealed envelope.
20. Bid Bond is NOT Required for this bid, unless otherwise stated in bid documents.
21. BREC is an Equal Opportunity Employer. The Bidder is encouraged to utilize minority participation in this contract to the extent possible through the use of small, disadvantaged and women-owned businesses as suppliers or subcontractors.
22. Contract Term: This is a partial rebid where the contract terms were for a 12 months or less. Contract term is for 12 months only and a new bid will immediately follow.
23. In order to receive ACH payments, you must complete the attached ACH Vendor Payment Authorization Agreement form. Please return the completed form to the Accounts Payable Department via email (Accountspayable@brec.org).
24. **Purchase Order Numbers are required for all materials and supplies ordered by BREC. No order is to be accepted by a vendor unless a valid Purchase Order number is obtained by BREC employees prior to purchase request, and given to vendor. Invoices that do not have a valid Purchase Order Number listed on the invoice are not authorized purchases and will be returned to the vendor.**

Recreation and Park Commission
for the Parish of East Baton Rouge
6201 Florida Blvd
Baton Rouge, Louisiana

BID OPENING DATE
Monday, July 19, 2016
SEALED BID No. 1674

FORMAL INVITATION TO SUBMIT COMPETITIVE SEALED BIDS

NOTE: THIS FORM MUST BE USED TO SUBMIT YOUR BID

VENDORS DELIVERY DATE	TERMS	DELIVERY DATE DESIRED	FINANCE DIRECTOR
	Net 30	AS NEEDED	Juan Martinez

COMPANY OR FIRM NAME

DELIVER TO:

ADDRESS

RECREATION AND PARK COMMISSION
Attn: Purchasing Office
6201 Florida Blvd.
Baton Rouge, LA 70806
TELEPHONE: 225-273-6421

CITY & STATE

ZIP

PHONE

FAX

BIDDERS SIGNATURE (BID MUST BE SIGNED)

ITEM NO	DESCRIPTION
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1. ONE (1) YEAR CONTRACT – AUGUST 1, 2016 THRU JULY 31, 2017,
for dirt, sand, gravel, and clay as listed in the following specifications on page 5.

BREC will pick up and haul these commodities in BREC trucks to BREC locations in East Baton Rouge Parish. Bidder to supply commodity and load trucks.

Each load ticket must be signed by the truck driver at the time of pick up for each load and assigned a purchase order number to be used for the day. Invoices will be paid monthly.

Successful bidder may be required to furnish general liability insurance for the length of the contract. Successful bidder may also be required to furnish a material sample, at BREC's discretion.

COMMODITY NAME AND SPECIFICATIONS

A. Topsoil

\$_____/per yd.

Topsoil shall be a natural, fertile, friable soil, possessing characteristics of representative productive soils in the area. It shall be obtained from naturally well drained areas and shall not be excessively acid or alkaline, or contain toxic substances which may be harmful to plant growth. Topsoil shall be without a mixture of subsoil, and shall contain a minimum of lumps, stones, stumps, roots, or similar substances an inch or more in diameter. Topsoil shall not be collected from sites that are infected with a growth of, or the reproductive parts of noxious weeds. Topsoil shall not be collected from sites that contain dangerous chemical wastes. Topsoil shall not be stripped, collected, or deposited while wet.

H. Mississippi Riversilt-Batture

\$_____/per yd.

Batture shall be a natural mixture from deposits of the Mississippi River with high sand content (fine sand) mixed with silt, clay, and loam normally deposited along the River by the normal flow of the River. Mixture shall contain no vegetation, lumps, stones, or toxic or similar substances and shall be free of clay lumps.

I. Mississippi River Pump Sand

\$_____/per yd.

Mississippi River pump sand shall consist of clean hard, durable grains, graded from course to fine. It shall be substantially free from lumps of clay, and all or other deleterious substances.

K. Infield Baseball Material

\$_____/per yd.

Infield mix shall be clean, dry, clay mixed with washed mason-type sand resulting in a weed-free mixture reddish brown in color and shall yield 1.35 tons per cubic yard.

Particle size analysis: Sand content 70-75%, combined silt and clay content 25-30%, no particles greater than 3 millimeters and 5% or less particles shall be 2 millimeters.

Signature

COMMODITY NAME AND SPECIFICATIONS CONTINUED

Sealed Bid No. 1674

ITEM NO	DESCRIPTION
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2. ONE (1) YEAR CONTRACT – AUGUST 1, 2016, THRU JULY 31, 2017,
for dirt, sand, gravel and clay as listed in the following specifications on page 7.

BIDDER IS TO SUPPLY COMMODITY AND SHALL LOAD AND HAUL, with their own equipment and trucks to BREC locations in East Baton Rouge Parish. Delivery may require off road access to be dumped/placed as directed by BREC.

A purchase order number will be assigned before the commodity is hauled to the BREC location in East Baton Rouge Parish. A separate order will be assigned each day.

Each load ticket must be signed by a BREC employee at BREC delivery location by the bidder's assigned truck driver at the time of delivery. The delivery tickets shall be given to a BREC employee to be turned in for payment. All delivery tickets will be paid monthly from a statement unless another payment option is listed below:

Successful bidder may be required to furnish general liability insurance for the length of the contract. Successful bidder may also be required to furnish a sample of product bid, at BREC's discretion.

Bidder Signature (Signature must be provided)

Date

COMMODITY NAME AND SPECIFICATIONS

A. Topsoil

\$_____/per yd.

Topsoil shall be a natural, fertile, friable soil, possessing characteristics of representative productive soils in the area. It shall be obtained from naturally well drained areas and shall not be excessively acid or alkaline, or contain toxic substances which may be harmful to plant growth. Topsoil shall be without a mixture of subsoil, and shall contain a minimum of lumps, stones, stumps, roots, or similar substances an inch or more in diameter. Topsoil shall not be collected from sites that are infected with a growth of, or the reproductive parts of noxious weeds. Topsoil shall not be collected from sites that contain dangerous chemical wastes. Topsoil shall not be stripped, collected, or deposited while wet.

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H. In-field Baseball Material

\$_____/per yd.

Infield mix shall be clean, dry clay mixed with washed mason-type sand resulting in a weed-free mixture reddish brown in color and shall yield 1.35 tons per cubic yard.

Particle size analysis: Sand content 70-75% combined, silt and clay content 25-30%, no particles greater than 3 millimeters and 5% or less particles shall be 2 millimeters.

Signature

NOTES

Successful bidder must assure that an adequate supply of the items are available during the entire contract period and during wet weather. If bidder is unable to supply adequate supply for any reason, BREC reserves the right to purchase these items where ever it is available.

BREC will select vendors from the bids that are located closest to our locations even though the exact prices on the bids may not be the same. BREC will compensate for the differences in prices by the savings on miles traveled between locations. BREC will consider the distance to and from its administrative office to the bidder's location as one of the criteria in awarding the contracts.

The determining formula will involve the costs of equipment, fuel, insurance, etc., in relation to the distances involved. Vendors in East Baton Rouge Parish will be considered first in contract award.

Please bid on the items your company can furnish. Please mark your bid "No Bid" on the items your company cannot furnish.

BREC reserves the right to buy from the plant nearest to the job location, but reserves the right to buy from any plant under contract regardless of locations.

All quantities are approximate. It is to be understood that BREC will not be held responsible for purchasing any specified amount. Orders will be place as needed.

Signature